

Job Description

JOB TITLE:	Community Nurse, Junior Sister/ Practice Development Nurse
BANDING:	Band 6
WARD/DEPARTMENT:	Local Health Care Team
ACCOUNTABLE TO:	Team Lead
RESPONSIBLE TO:	Band 7

Thank you for considering a role at the [West Suffolk NHS Foundation Trust](#)

First for our patients, staff and the future



Our **patients** are at the centre of everything we do. The quality of care that we provide is our driving force. We strive to deliver the best patient outcomes and experience in the most appropriate setting available. We are committed to joining up services locally, collaborating with our partners and supporting our staff to make continuous improvements – no matter how big or small – that challenge us all to raise our standards.

We believe our **staff** must take good care of each other, so together we can take good care of our patients. We aim to build a fair, open and learning culture that is inclusive and supports all staff to develop their careers. We

want to be recognised as a great place to work.

Advancing our digital and technological capabilities to better support the health and wellbeing of our communities is vital. We want to be at the forefront of these changes and have an opportunity to progress this through the planning of a new healthcare facility. Together with patients, public and staff, we will shape health and care services that are fit for current and **future** needs, helping people to stay well and get well.

Our values

We believe that how we do things is just as important as what we do.

Our Trust values of fairness, inclusivity, respect, safety and teamwork (FIRST) are the guiding principles and behaviours expected of our staff and which run through our organisation.

We use them to improve the services we provide to our community and the way that we work as a team and with our partners. As a member of our team, you will need to live these values, placing them at the heart of everything you do.



[You can find out more about our vision and values by reading our five-year strategy **First for patients, staff and the future** here.](#)

JOB PURPOSE:

- To provide clinical and supervisory leadership to junior staff and students within the team.
- To be responsible for the day-to-day planning and delivery of the nursing services within the community healthcare Team.
- To manage a caseload of patients with multiple and complex needs, using evidence based practise to assess, plan, implement and evaluate interventions, with the patient at the centre
- To provide specialist Nursing input into planning, development and evaluation of clinical services within the team.
- Role of Practice Development Nurse is to provide support and direct supervision to facilitate and enable clinical training and competency assessment of unregistered and registered nursing staff, including nursing apprenticeship students across the six Community Health Teams in West Suffolk.

The Practice Development Role will be protected supernumerary time to invest in the development of nursing staff across the 6 community healthcare teams, unless clinical priorities and safety dictate a requirement for the time to be non-Practice Development activity.

Working Pattern:

The service operates between 8am and 6pm and you will be required to work shifts between these times.

You may be required to work a 24 hour shift pattern in the future, should this service be commissioned by the Trust.

KEY TASKS:

- To assess and prescribe care packages for patients with long term conditions, the frail and elderly and palliative care
- To work alongside the Community Matron and Community nursing service and actively contribute to the development of the service
- To work within the integrated team to facilitate early discharge from hospital
- To work within the integrated team to prevent unnecessary admission to hospital
- To work with all health care professionals, and statutory/non-statutory agencies to provide a seamless, integrated service to our service users
- Contribute to the induction and development of individualised training packages to meet the needs of nursing staff moving to the community setting.
- To work alongside staff to consolidate training and develop skills.
- To work closely and in association with the Clinical Skills and Education Team to ensure co-ordinated and consistent staff development. The role may include the delivery of training to community nursing staff where appropriate.

JOB RESPONSIBILITIES

Clinical

The post holder will:

- To manage a caseload of patients with healthcare needs within a designated population, using specialist knowledge to carry out assessments.
- Assesses, develops and implements individualised and specialist nursing care programmes in the community.
- To evaluate treatment interventions for the caseload and modify healthcare plans. To encourage the patient towards self-care and independence, and to provide training, education and advice.
- To work toward preventing inappropriate admission to acute hospital settings.
- To support discharges into the community.
- To effectively manage and oversee the triage of all referrals to the team.
- To ensure all aspects of care offered by the team meet with agreed national, professional and local standards.
- To be responsible for the coordination of the day to day planning and delivery of District Nursing services within the team, prioritising clinical needs and delegating where needed to provide an effective service.
- To be responsible with other senior colleagues to provide the total needs of the patient/client group, planning and delivering services.

Professional

The post holder will:

- To establish and maintain multi-disciplinary communication and work collaboratively with the team patients, carers and other health workers and agencies involved in patient care.
- To promote awareness of the role of District Nursing within the wider health and social care economy. To ensure junior Nursing team members maintain robust communication systems within their own profession and with other professionals.
- To contribute to professional and other relevant meetings..
- To ensure verbal complaints are dealt with in a sensitive, effective and timely way in accordance with local and Trust complaints procedure.
- To ensure that self and all members of the team maintain up-to-date electronic and written records in accordance with professional standards and trust policy.
- To undertake 1-1's, PDR'S and support members of the team to develop and reach their potential and delegate as appropriate.
- To act as a mentor and take responsibility for preceptor programmes
- To contribute to a local induction process for all new staff in the team and all students on placement.
- To participate in and support the Practice Placement Education of individuals placed within the team. To plan, contribute and participate in training for the staff, including mandatory training.
- To apply highly developed specialist knowledge and skills in order to demonstrate professional competence and fitness to practice in multi-disciplinary services.(person spec)
- To maintain own portfolio and support other members of the team in maintaining theirs.
- To ensure that self and junior members of the team work effectively within the service to support the planning and achievement of local and Trust objectives.
- To be actively involved in integrated working across and between Health, Adult Community Services (ACS), and local voluntary and statutory agencies.
- To ensure self and junior staff members are aware of budgetary constraints and work within them
- To be responsible for monitoring and maintaining stock levels, advising on resources needed to carry out the service and stock security.
- To be responsible for submitting statistics and monthly returns for audit and monitoring purposes as required by the organisation
- To actively engage in practice development, evaluation, audit and research activities to promote Evidence Based Practice and ensuring this is reflected in your practice
- To participate in the recruitment and appointment of staff
- Be accountable for own professional actions as determined by the nursing and midwifery council code of conduct.

Organisational

The post holder will:

- Undertake mandatory training as required.
- Participate in an annual Personal Development Review.
- Undertake Personal Development Plans for more other staff members.
- Take part in clinical supervision as per Trust Policy.
- Follow Trust policies, and local procedures, and use discretion in interpreting them according to the setting and circumstances.
- Comment on draft policies.
- Ensure absence reporting is undertaken as determined by Team Leader and Trust Policy.
- Contribute to clinical audit as required.
- Complete the staff survey as required.
- Complete risk assessments and incident forms as required.
- May be required to undertake surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Safeguarding Clause

- West Suffolk Foundation Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and where applicable to the role successful applicants will be required to undertake a criminal records check via the Disclosure and Barring Service (DBS).

Infection Control

- West Suffolk Foundation Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required.

Health and Safety

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.
- To ensure the appropriate use of equipment and facilities and the environment is maintained in good order.
- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice including, where appropriate, its management.

Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE	Evidence
Education & Qualification	Diploma or 1st level degree in Nursing, or equivalent experience RGN Assessor/mentorship preparation; ENB 998 or equivalent Current NMC registration Evidence of continuing professional development	Independent/supplementary prescribing qualification Consultation skills	Application and Interview
Experience & Knowledge	Evidence of working at the relevant level within the community setting Knowledge of additional specialist areas through in-house training and short courses	Experience of working in a teaching role Additional teaching qualifications	Application and Interview
Skills & Abilities	Excellent communication skills Able to provide high standards of care Able to work alone and under professional supervision. Demonstrate tact and diplomacy Demonstrate empathy and sensitivity Ability to use own initiative Good observational and reporting skills Ability to manage stressful situations A team player Able to work flexibly to accommodate patient/service needs The ability to travel to rural locations	Cannulation / IV Therapy administration	Application and Interview
Personal Qualities	Manoeuvre patients using handling aids		Application and Interview

GENERAL NOTES

CHANGES TO JOB DESCRIPTION

The duties outlined above are subject to changes, after consultation with post holder, which meet the needs of the service as a result of the full implementation of the Trust Plans.

INFORMATION TECHNOLOGY

Staff are expected to develop the IT skills necessary to support the tasks included in their post. They will, therefore be required to undertake any necessary training to support this.

MAJOR INCIDENTS

The post holder is required to conform to the Trust's Policy, Strategy, Plans and Procedures for Business Continuity Incidents, Critical Incidents and Major Incidents (including for Security and Fire incidents), and is to contribute to the planning for such events. This is to apply to all Trust areas of responsibility, including the Community. Furthermore, the post holder is to attend mandatory training sessions and validation exercises as required.

HEALTH AND SAFETY

West Suffolk NHS Foundation Trust recognises the importance of having happy, healthy staff in order to deliver the outstanding care we are so proud of. The Trust offers a wide range of benefits to help staff maintain and improve their health and wellbeing. The post-holder will be expected to prioritise their own health and to make use of the facilities and services available to them. Every member of staff also has a responsibility to contribute to creating a happy, healthy work environment for others and to look out for colleagues' health and wellbeing.

QUALITY IMPROVEMENT

Continuous quality improvement is a core responsibility for everyone. Every member of staff's work ultimately impacts upon the quality and safety of the care we provide. All staff are expected to participate in continuous quality improvement in their immediate work areas. Training and support is provided.

FREEDOM TO SPEAK UP / TO IMPROVE

It is the pledge of the West Suffolk NHS Foundation Trust to never walk by an opportunity to make things better for staff, patients and relatives. It is the responsibility of all staff to highlight any areas of concern.



CONFIDENTIALITY

In the course of their duties employees will have access to confidential material about patients and members of staff. On no account must information relating to patients/staff/individuals be accessed by **anyone** unless there is a legitimate reason, for example, medical staff in relation to direct patient care, investigation of a complaint. If there is any doubt as to the whether access is legitimate, advice must be sought from the Information Governance Team. Breach of this policy will be regarded as gross misconduct and could result in disciplinary action.

INFECTION CONTROL

It is the personal responsibility of the post holder to adhere to the Trust policies and procedures outlined in the Infection Control Manual and any other Infection Control policies, procedures and practices which may be required from time to time.

NO SMOKING POLICY

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

Equality, Diversity and Inclusion

West Suffolk NHS Foundation Trust aims to ensure that no employee or job applicant receives less favourable treatment because of their age, disability, ethnicity, race, colour, nationality, ethnic or national origin or on the grounds of gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sexual orientation; or is disadvantaged by conditions or requirements which are not justified by the job to be done.

This also applies to patients. The Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

DATA QUALITY

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: accurate, legible (if hand written), recorded in a timely manner, up to date and appropriately filed.

FREEDOM OF INFORMATION

As an employee of the Trust, you are required to recognise a request from the public for information in accordance with the Trust's Freedom of Information Policy. All requests must be sent to the Information Governance Team.

INFORMATION ASSET OWNERS (IAO)

All Corporate Managers & Heads of Department are expected;

- To understand how information assets in their departments are used and for what purposes
- How information is created, amended or added to over time
- Who has access to the information and why
- Who the information is shared with and how
- Carry out any risk assessments regarding the safe handling of information
- Ensure that staff are aware of Information Governance policy regarding handling of information

More information is available from the Head of Information Governance.

CODES OF CONDUCT FOR NHS MANAGERS

Managers are required to carry out their duties in a manner which complies with the Codes of Conduct for NHS Managers Directions 2002.

STANDARDS OF BUSINESS CONDUCT & CONFLICT OF INTEREST

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the register of interests either on appointment or when such interests are gained.

All employees are required to ensure they understand and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

FRAUD, BRIBERY AND CORRUPTION

The Trust has a zero tolerance stance towards any acts of Fraud, Bribery and all staff should make themselves fully aware and understand the contents of the Trust's Fraud and Anti Bribery Policies. Any such activities will be subject to disciplinary and/or criminal action by the Trust.

STANDING FINANCIAL INSTRUCTIONS

All staff must comply with the Trust Standing Financial Instructions when committing the Trust to expenditure, including staff related costs.

SUSTAINABILITY

In supporting the Trust's policy on Carbon Reduction it is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment when not in use, minimising water usage and reporting faults promptly.

ACTIVE TRAVEL

The Trust supports the Cycle2Work scheme which helps an employee acquire a bike and safety accessories to the value of £1000, through their employer. An employee could make up to 42% savings on a brand new bike and safety accessories as they will not have to pay any tax on the benefit. There are 246 cycle storage spaces on the West Suffolk site.

See the travel pages on the intranet for further details.

NHS FOUNDATION TRUST

Employees of West Suffolk NHS Foundation Trust automatically become staff members of the Foundation Trust, unless they choose to opt out.

On leaving the Trust, individuals automatically transfer to public membership, subject to their remaining in the catchment area, unless they request not to do so.

POLICIES AND PROCEDURES

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and

practices of the Trust, which the Trust may amend from time to time.

COMMUNITY STAFF

This also includes the policies and procedures that were in place for the community staff before they transferred into West Suffolk NHS Foundation Trust.

REVIEW & MONITORING

This policy and procedure will be reviewed and monitored annually by the Executive Director of Workforce and Communication in consultation with Trust Council

WEST SUFFOLK NHS FOUNDATION TRUST

TERMS AND CONDITIONS OF EMPLOYMENT

Band 6 Salary Scale:

Entry Level	£35,392 pa
Increment 1	£35,392 pa
Increment 2	£37,350 pa
Increment 3	£37,350 pa
Increment 4	£37,350 pa
Increment 5	£42,618 pa
Increment 6	£42,618 pa
Increment 7	£42,618 pa
Increment 8	£42,618 pa

Pro rata for part time

Until such time as local pay determination policies have been agreed by the Trust and implemented, the Trust will, in determining the salary, take due account of the pay rates for this post, in NHS employment and any changes to those rates which the Secretary of State for Health may authorise from time to time.

New entrants will normally enter the salary scale at the minimum of the scale.

HOURS OF DUTY:

See NHS Jobs advert

ANNUAL LEAVE:

202.5 hours per annum plus public holidays (This is the annual leave entitlement for **full time employees who are working 37.5 hours per week, with minimum NHS Service** and will be pro rata for part time employees)

PENSION SCHEME:

All staff are eligible to join the NHS Pension Scheme. Under the scheme, contributions are deducted at source from salary. Deductions will automatically be made for eligible employees unless they opt formally to withdraw from the scheme. In order to opt out, employees should contact the Pensions Administrator at NHS Shared Business Services on 0844 931 2005.

PERIOD OF NOTICE:

Two months

TERMS AND CONDITIONS OF SERVICE:

All terms and conditions of service are laid down by the West Suffolk NHS Foundation Trust, details of which can be seen in the HR Department.

PROTECTION OF CHILDREN AND VULNERABLE ADULTS:

The Trust is committed to carefully screen all successful applicants who will work with children or vulnerable adults via the Disclosure and Barring Service (DBS police check). These applicants will be informed during the interview process of the screening procedure.

RETIREMENT POLICY:

The Trust does not operate a compulsory retirement age for its employees and is committed to equal opportunities for all employees.

The Trust operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing. Employees should inform their Line Manager in writing of their intention to retire, giving contractual notice in accordance with their contract of employment.

Written notification should be given even if the employee intends to return to employment with the Trust after accessing their pension.

Employees should consider their pension provision and take independent financial advice before making any decision in relation to their retirement. Employees need to give the NHS Pensions Agency a minimum of five months notice of their intention to retire and access their pension.

LEASE CAR INFORMATION:

The Trust operates a Lease Car policy, dependent on department facility, for those staff required to travel on Trust business in excess of 3,500 miles per year. If your department offers a 'business only' car, this can be provided at no cost and alongside managers discretion, or you can select a vehicle of your choice if you wish to have private use, and the appropriate charge will be made. Mileage will be paid at the Agenda for Change standard rate whilst waiting for delivery of your vehicle and, if you choose not to have a Lease Car, your business miles will be reimbursed at the rate of 24 pence per mile.

SOCIAL AND GENERAL:

The West Suffolk Hospital has two shops on site. Reasonably priced meals and snacks are available in the staff restaurant, and Courtyard Café. The hospital is sited in landscaped grounds and adjoins Hardwick Heath.

There is a swimming pool available to all staff at a subsidised rate, at the Moreton Hall Health Club. For further details, please refer to the Intranet.

The Trust has partnered with Abbeycroft Leisure to fund all staff free access to Abbeycroft Leisure centre activities; including Abbeycroft@home (live online and on demand group exercise classes) group exercise classes, gym and swim sessions, courts and pitches.

Abbeycroft@home offers live classes streamed every day, whilst the on-demand library of sessions are available to watch whenever you want. Classes include Zumba, clubbercise, Les Mills and much more.

CHILDCARE:

The Trust has an on-site Nursery, 'Busy Bees', accepting children from three months to five years. Enquiries can be made to the Manager by email to westsuffolk@busybees.com.

April 2023

Human Resources and Communications Directorate